

# WASHINGTON MILITARY DEPARTMENT

*"Citizens Serving Citizens With Pride & Tradition"*

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## **SPECIAL ASSISTANT TO THE DIRECTOR**

*Exempt Recruitment Announcement*

**Location: Camp Murray, near Tacoma Washington**

**Posting Date: November 22, 2004**

**Closing Date: December 13, 2004**

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The Washington Military Department (WMD) is currently recruiting for the Special Assistant to the Director. The Special Assistant serves as a member of the Executive Management Team and is a principal policy assistant to the Department Director/The Adjutant General (TAG) for national defense and homeland security programs, state and federal legislative inquiries, Department of Defense and National Guard Bureau plans, policies and procedures, and other civil and military issues as assigned by the Department Director/TAG.

### **AGENCY OVERVIEW**

The WMD has three major operational divisions: Army National Guard, Air National Guard and Emergency Management. These divisions utilize state and federal resources to perform homeland defense, homeland security, and emergency mitigation, preparedness, response and recovery activities. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions. To learn more information about the Military Department, visit our website at [http:// mil.wa.gov](http://mil.wa.gov)

### **POSITION OBJECTIVE**

The Special Assistant oversees the coordination and administration of the Department's strategic plan and quality assurance processes; provides department-wide leadership in management and facilitation of national defense/security, counter-terrorism operations, humanitarian relief, and related issues; responds to state and federal legislative inquiries; and represents the Department Director/TAG in developing and strengthening relationships with external public and private sector agencies/organizations. The Special Assistant directly supervises the Homeland Security Strategic Planner.

**PRIMARY RESPONSIBILITIES**

- ◆ Develops and maintains strong working relationships across high-level political entities to facilitate a clear understanding of department requests, goals and objectives in an effort to ensure enactment of relevant statutes, policies and regulations.
- ◆ Assists the Department Director/TAG in formulating agency initiatives, policy goals, objectives and strategies.
- ◆ Responsible for oversight and administration of the Department's strategic plan and quality assurance processes.
- ◆ Supports and maintains partnerships with outside entities including private sector organizations and federal, state, local and tribal governments by ensuring appropriate executive-level liaisons are maintained for policy level and/or sensitive issues requiring the attention of the Department Director/TAG.
- ◆ Utilizes Microsoft Office Suite to develop complex executive-level documents, presentations and spreadsheets for internal and external audiences.

**DESIRED QUALIFICATIONS**

A minimum of three years of executive level experience working with or for the National Guard Bureau, U.S. Army , U.S. Air Force, Office of the Secretary of Defense, Department of Homeland Security, U.S. Joint Forces Command, U.S. Northern Command, U.S. Congress, State Legislature, or other comparable senior-level national/ state emergency management (disaster response and recovery ) or defense policy experience.

Executive level experience with such organizations should include the following responsibilities:

- ◆ Develop and execute organizational goals, objectives, strategies and performance measures.
- ◆ Establish, support and maintain partnerships with outside entities including State, Federal, and local governments.
- ◆ Coordinate and consult with managers, staff, elected state or federal officials and federal and state agencies in the development of departmental responses.
- ◆ Provide information and advice on matters regarding intergovernmental and legislative relations.
- ◆ Self-directed complex public policy research.
- ◆ Effective written and verbal communication.
- ◆ Project Management, including the demonstrated ability to manage multiple workload priorities.
- ◆ Research and analyze bills, statutes, and, complex national policy studies.
- ◆ Recommendations regarding national and state domestic security policies.

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## CONDITIONS OF EMPLOYMENT

- **Travel** – This position requires travel. Must be willing and able to remain in travel status that averages 15 percent a month. This includes statewide, nationwide, and international travel.
- **Security Clearance** – Must be willing and able to obtain and maintain a Department of Homeland Security “TOP Secret” Security Clearance as well as other comparable or higher level security clearance as specified by The Adjutant General.

## COMPENSATION / BENEFITS

The Special Assistant is an exempt appointment that serves at the pleasure of The Adjutant General. The salary maximum is \$90,100 per year. The anticipated starting salary will range from \$62,400 to 75,000 per year, depending on qualifications. Washington State offers a full benefits package, including medical and dental coverage, life and disability insurance, retirement, as well as, deferred compensation and optional supplemental retirement accounts.

## APPLICATION PROCESS

Individuals interested in applying for this position should submit an applicant package that includes the following items to [SpecialAssistant@mil.wa.gov](mailto:SpecialAssistant@mil.wa.gov) :

1. A letter of interest, not to exceed two pages, specifically outlining how you meet the desired qualifications.
2. A current resume listing education, names of employers with dates of employment and a concise description of experience for each position held.
3. A list of at least three employment references which includes your two most recent supervisors and one peer.
4. [Applicant Profile Data Sheet](#) (voluntary).

Electronic application packets are preferred. Individuals who are not able to electronically submit an application package may submit it to:

Jennifer Connely, Human Resource Consultant  
Camp Murray, Bldg. # 33  
Tacoma WA 98430-5006  
Voice/Message (253) 512-7522 Fax (253) 512-7808

Interviews for this position are anticipated to be conducted on January 13, 2005. Finalists for the position will also be scheduled for a follow-up one-on-one interview with the Department Director/TAG on January 14, 2005. Interested individuals are encouraged to apply early. Application packets received after December 13, 2004, will not be guaranteed consideration. The Military Department reserves the right, and may exercise the option, to make the hiring decision prior to these dates, with or without adhering to the foregoing interview outline.

**SPECIAL ASSISTANT TO THE DIRECTOR  
RECRUITMENT AND SELECTION TIMELINE**

Activity	Date
Recruitment Opened	November 22, 2004
Recruitment Closes	December 13, 2004
Initial Applicant screening completed	December 16, 2004
Top Candidates Notified of Interview Selection	December 22, 2004
Interviews Conducted	January 13, 2005
Final Interview with The Adjutant General	January 14, 2005
Anticipated Hire Date	March 1, 2005

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.